

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HCMALL 11/17B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 11/17A for reference.*

- OPEN TO:** All interested candidates
- POSITION:** **Program Officer, FSN-10; FP-5 (Steps 5 through 14)\***  
(\*Position grade FP-5 will be confirmed by CDC Headquarters)
- OPENING DATE:** June 24, 2011
- CLOSING DATE:** July 15, 2011
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.
- ANNUAL SALARY:** **US\$56,323.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
  - At least 18 years old; and
  - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
  - Does not receive a Foreign Service or Civil service annuity.
- US\$48,338.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
  - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
  - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
  - EFM hired under PSA mechanism; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
  - Not holder of diplomatic passport; and is a local resident; and
  - Is subject to the host country employment and tax law; and
  - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$16,300.00 (Position Grade: FSN-10- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Program Officer position in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP).

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will serve as the Program Officer for HIV/AIDS prevention and care programs implemented by the U.S. Government's President's Emergency Plan For AIDS Relief (PEPFAR) and CDC/GAP in Vietnam. The incumbent will be responsible for developing, organizing, implementing, coordinating, and supervising activities supported by PEPFAR and CDC/GAP Vietnam in collaboration with the Vietnam Ministry of Health (MOH), Provincial Departments of Health, Ho Chi Minh City People's AIDS Committee, non-governmental organizations and/or universities. The incumbent will also provide technical assistance, oversight, and management to projects and partners to accomplish these functions.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

## **QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor degree in one of the following fields: Medical, Public health, Health policy, Health Management, Epidemiology, Behavioral Sciences, or Public Administration is required.
2. Minimum of two years of experience working with the Government of Vietnam in public health implementation and management is required. Must also have working experience in HIV/AIDS or sexually transmitted disease (STD) field, in community research & program design, implementation, evaluation and current international standards best practices.
3. Thorough knowledge of the principles of public health programs and practice, including facility with research design concepts and basic statistical methods and procedures. Familiarity with HIV/AIDS situation and program in Vietnam, plus current international standards best practices. In-depth knowledge about the Vietnamese health system, including the administration and organization of personnel, resources, structures, and services from Ministry of Health through provincial health departments to the district levels and below.
4. Ability to work creatively and constructively with government health officials to develop feasible HIV/AIDS interventions suitable to local conditions and guide their implementation, effectively responding to challenges and barriers. A demonstrated ability to work closely and effectively with persons at all levels of the public health system. Must be able to prepare oral and written reports in English for senior-level international scientific audiences.
5. Level 3 (Good Working Knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **ADDITIONAL SELECTION CRITERIA**

**Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.**

## **SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City  
Tel. 84-8-3520-4342/ 4274  
Fax: 84-8-3520-4233

**CLOSING DATE FOR THIS POSITION: JULY 15, 2011**

**(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)**